

EVIDENCE TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in obtaining and securing a variety of evidence materials, supplies and equipment for use in prosecution of crimes; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Responds to requests for criminal investigations; assists in collection of evidence at crime scenes; assists with sketching and diagramming scene; receives, stores, maintains and issues materials obtained as evidence; tags evidence with identification numbers; logs in evidence and property in accordance with established procedures; preserves and maintains custody of all items received including food, blood, body fluids, human corpses, vehicles; ensures integrity of evidence through chain of custody; transports evidence to crime labs for processing.

Coordinates activities for disposition of deceased; transports deceased to funeral homes for storage or to appropriate authority for autopsy to determine cause of death or circumstances surrounding death; maintains detailed records, logs and forms regarding chain of evidence; prepares and submits a variety of reports; attends pre-trial conferences and trials as needed; may testify in court proceedings; cleans and maintains evidence room; interacts with outside agencies in assisting with crime scenes; ensures evidence is properly stored.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state, Navajo Nation laws, rules and regulations governing evidence collecting and storage.

Knowledge of basic laws of evidence.

Knowledge of crime scene processing methods and techniques.

Knowledge of property control policies and procedures.

Skill in maintaining and keeping accurate records.

Skill in detailed report writing

Skill in testifying in court.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting up to 25 lbs. occasionally; work is generally done in both indoor/outdoor settings.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and two (2) years property control or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.